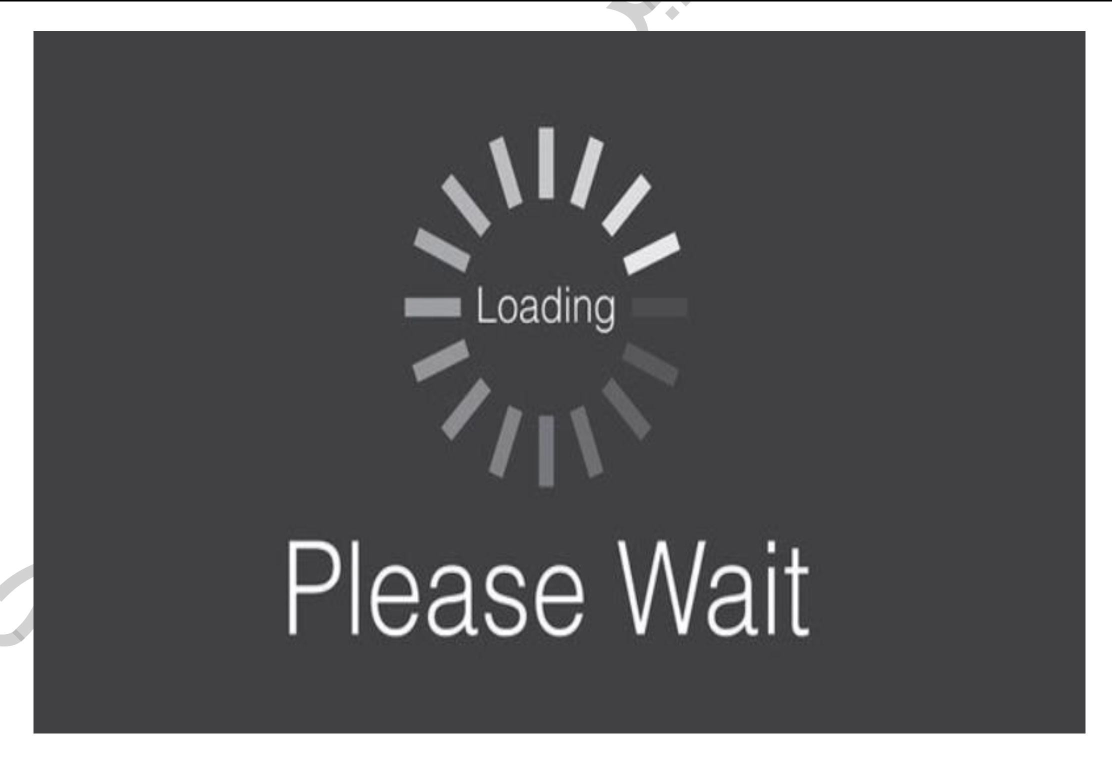
Lesson 5 : Internet connection problems and solutions

How to face and solve the problems you face while using the computer?

What is the problem Is it a problem with the computer or with the software? Did I make a mistake that led to this problem	Identify the problem **تحديد المشكلة**	1
Plan it **قم بالتخطيط لها**	Think of different ways and methods to solve the problem **فكر فى طرق وأساليب مختلفة لحل المشكلة**	2
Try each of them until one works **جرب كل منها إلى أن ينجح أحداها**	Study and try possible solutions to the problem **قم بدراسة وتجربة الحلول المحتملة للمشكلة**	3
	Which solutions have worked? **أى الحلول قد نجحت ؟**	4
You should ask help from your teacher or a member of your family **عليك بالإستعانة بمعلمك أو أحد أفراد أسرتك**	If you do not find a solution to the problem **إذا لم تتوصل إلى حل للمشكلة**	5

Common Computer problems and solutions :

how to solve it	problem	
Restart the device Check app updates Delete some unwanted apps	**slow computer when open apps**	**1**
Check signal Wi-Fi Make sure your apps are up to date	**browser is running slow**	**2**
Restart the computer and the router Check internet speed There is no internet connection Make sure the router is connected Restart the router Change the ethernet wire Contact customer service to provide your ISP	**slow to download**	**3**



Lesson 6: Digital files management

What are Studets finding information?

Libraries:

It contains many books, articles and manuscripts in many fields

حيث تحتوى على الكثير من الكتب والمقالات والمخطوطات فى مجالات كثيرة

interviews:

It is a face-to-face meeting with two people to exchange information and experiences and to discuss

وهى مقابلة شخصين وجها لوجه لتبادل المعلومات والخبرات وللمناقشة

TV: It is a device through which a lot of information

وهو جهاز من خلاله يتم عرض الكثير من المعلومات

QR code:

It is a symbol for outputting the information on the systems by pointing the device's camera at the symbol

وهو رمز لإخراج المعلومات الموجودة على الأنظمة من خلال توجيه كاميرا الجهاز على الرمز



What are the of electronic devices that are used to save and store information?

Flash memory:



It is used to store and transfer data and information

تستخدم لتخزين ونقل البيانات و المعلومات

Scanner:



Enter pictures and graphics (art) to the computer and
Save them inside



لادخال الصور والرسوم بداخل الكمبيوتر وحفظها

Digital Camera:

To take pictures, record audio and video and store them on a memory

لإلتقاط الصور وتسجيل الصوت والفيديو وتخزينهم بشريحة ذاكرة



How to organize and manage files on your device?

We create a main folder

Add subfolders inside the main folder

Put an appropriate title for each folder

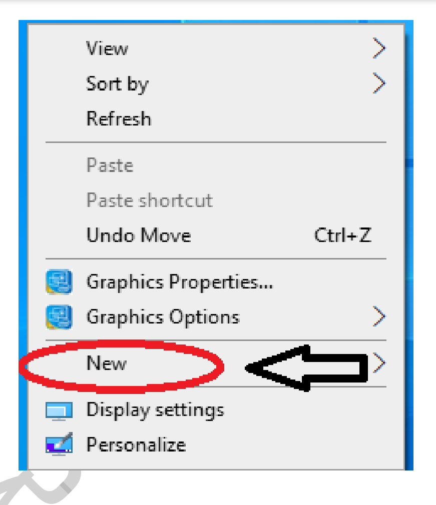
Put files, photos, and videos into the correct folder

1- **نقوم بإنشاء مجلد رئيسي**

2- **أضف مجلدات فرعية بداخل المجلد الرئيسي**

3- **ضع عنوانا مناسبا لكل مجلد**

4- **ضع الملفات والصور ومقاطع الفيديو فى المجلد الصحيح**



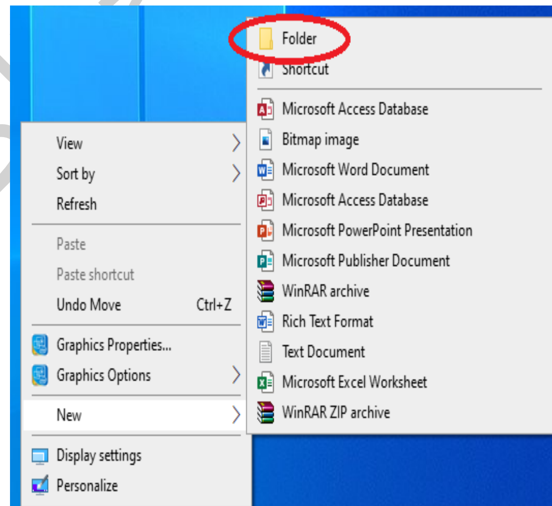
Create a main or subfolder (new folder)

Right click will appear shortcut menu

Select **New** Another submenu appears

Select **Folder**

- **نضغط بزر الفأرة الأيمن فتظهر قائمة مختصرة**
- **نختر الأمر New فتظهر قائمة أخرى فرعية**
- **نختر الأمر Folder**



To put an appropriate title for each folder (or to name the folder)

Right-click on the folder, and a shortcut menu appears

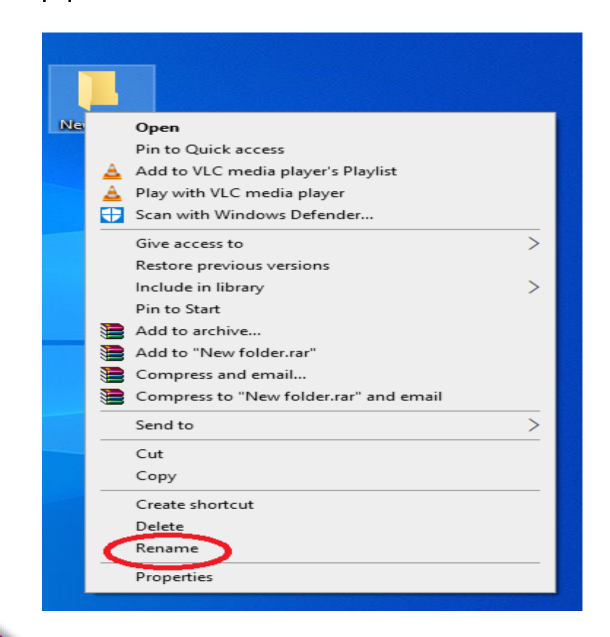
Select **Rename**

Type the name , press **Enter**

نضغط بزر الفأرة الأيمن على المجلد فتظهر قائمة مختصرة

نختر الأمر Rename

اكتب الاسم المناسب واضغط مفتاح Enter



Lesson 7: Information search strategies

To search for information, you must:

Plan your research

Analyze the information you have obtained

Make sure this information is correct

Evaluate and organize information



1- تخطط لأبحاثك

2- تحلل المعلومات التى حصلت عليها

3- تتأكد من صحة هذه المعلومات

4- تقييم وتنظيم المعلومات

For an effective and good search, you must follow the following:

Decide on a search topic

اختر موضوع البحث

breake the topic down into smaller subtopics

قم بتقسيم موضوع البحث إلى موضوعات فرعية أصغر

Determine what you know about the research topic and what you miss

حدد ماذا تعرف عن موضوع البحث وما ينقصك

Give each of your colleagues information to looking for

حدد لكل زميل من زملائك معلومات يبحث عنها

(It is a good idea for two colleagues to search for the same information and share the results of their research)

(ومن الجيد أن يبحث زميلان عن نفس المعلومات ويتشاركا نتائج بحثهما)

Decide keywords for the research topic (similar words with different meanings)

حدد كلمات مفتاحية لموضوع البحث (مرادفات للكلمات وكلمات متشابهة لها معان مختلفة)

Do not write complete sentences

ولا تكتب جمل كاملة

Share your search results through a presentation

شارك نتائج بحثك من خلال عرض تقديمي مناسب ومنظم

Lesson 8: Sharing information

the Internet **نشر المعلومات من خلال الإنترنت**	intranet **نشر المعلومات عبر الإنترانت**
It is the sharing of information through **open network** For everyone **وهى مشاركة المعلومات ونشرها من خلال شبكة مفتوحة للجميع**	It is the sharing of information through **closed network** **وهى مشاركة المعلومات ونشرها من خلال شبكة مغلقة**
But this information is at risk, so it is **less secure** **ولكن هذه المعلومات تكون معرضة للخطر لذلك هى أقل أمانا**	It more **secure** **وذلك للحفاظ على هذه المعلومات لذلك فهى أكثر أمانا**
Like advertisements - news - government decisions **مثل الإعلانات – الأخبار العامة – قرارت الحكومة**	Such as: personal data, your personal life, your ideas, your research, and your files **مثل : البيانات الشخصية وحياتك الشخصية وأفكارك وأبحاثك وملفاتك**

Intranet is more secure than internet
شبكة الإنترانت الخاصة أكثر أمانا من شبكة الإنترنت

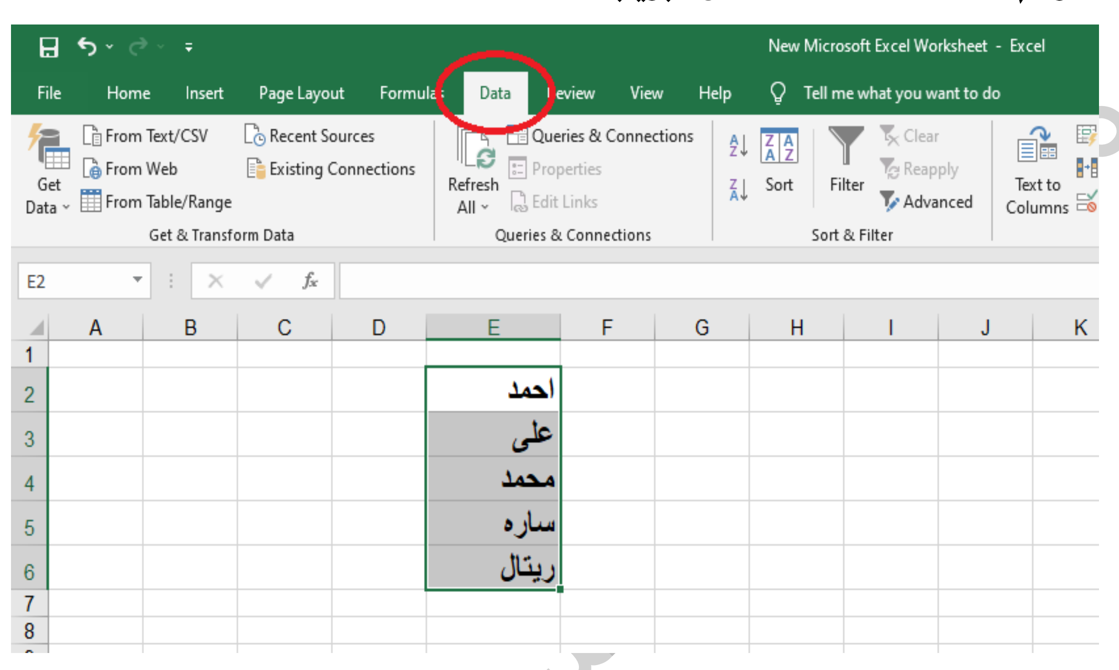
How to share information using **Microsoft Excel** :

Sorting information alphabetically:

كيفية ترتيب المعلومات أبجديا

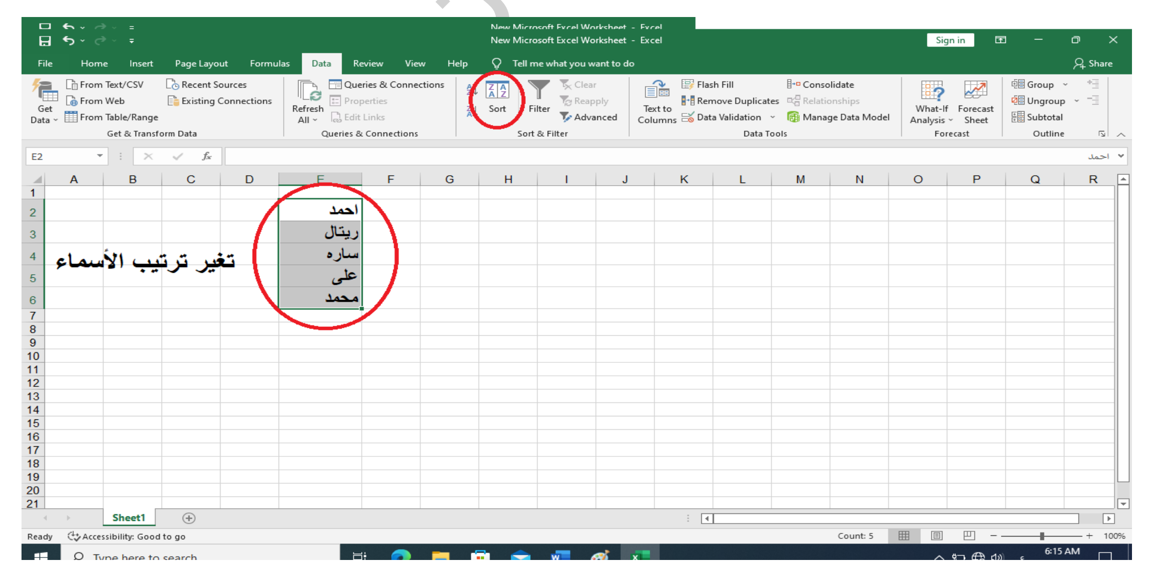
Go to **Tool bar** and press Tab **Data**

اذهب إلى شريط القوائم Tool bar واضغط على تبويب Data



Then press **Sort** (to arrange the items alphabetically)

ثم الضغط على Sort فرز وترتيب (لترتيب العناصر أبجديا)



How to create simple formulas :

كيفية إنشاء صيغ بسيطة مثل الجمع (+) أو الطرح (-) أو الضرب (*) أو القسمة (/) ؟

Click on the cell you want to create a simple formula in

Then type the **=** sign

اضغط على الخلية المراد إنشاء صيغة بسيطة بها

ثم اكتب علامة =

	A	B	C
1	=	5	6
2			
3			
4			
5			
6			
7			
8			
9			
10			

Then select the cells to be added in the simple formula
And write between each cell (+, - , / , *) sign as you wish

ثم حدد الخلايا المراد إضافتها فى الصيغة البسيطة

واكتب بين كل خلية وأخرى علامة الجمع أو الطرح أو القسمة أو الضرب حسب ما تريد

	A	B	C
1	=B1+C1	5	6
2			
3			
4			
5			
6			
7			
8			
9			
10			

press **Enter** From the keyboard to show the result of the formula

ثم نقوم بالضغط على مفتاح Enter من لوحة المفاتيح

ليظهر ناتج الصيغة

	A	B	C
1	11	5	6
2			
3			
4			
5			
6			
7			

Lesson 1: Explorer in Action **(Theme 2)**

Jeff Kerby

He is an ecologist and photographer who loves to photograph animals and landscapes

هو عالم بيئي ومصور فوتوغرافي من هواة تصوير الحيوانات والمناظر الطبيعية

He travels with his camera to Africa, Arctic and North America to take pictures

شارك فى الكثير من بعثات التصوير الفوتوغرافي والرحلات إلى أفريقيا وأمريكا الشمالية لإلتقاط الصور

How is the scientist Jeff Kirby preparing to take a trip or participate in a photography mission

ماهى استعدادات العالم جيف كيربي للقيام برحلة أو المشاركة فى بعثة تصوير

Think carefully about:

(Where he will go - what he will do there - how to do his work safely)

يفكر جيدا فى : (المكان الذي سيتجه إليه - وماذا سيفعل هناك – وكيف يؤدي عمله فى أمان)

Technological tools he uses

	camera	**1**
	a laptop	**2**
	Drone	**3**
	Mobile phone to take quick photos	**4**
	global positioning device(GPS)	**5**
	An external hard disk to save the captured images and make a backup copy of them	**6**
	Share photos with colleagues through mobile applications	**7**

What is the difference between film cameras and digital cameras?

ماهو الفرق بين كاميرات الأفلام والكاميرات الرقمية ؟

digital cameras	Film cameras	
take thousands of photos and view them on the camera screen	Cheaper than a digital camera	Advantages
take video clips	The quality of the photos is sometimes higher than that of a digital camera	
Pictures can be modified and deleted	It performs well in low light	
connected to the computer, light weight and ease of use		
It has high accuracy in pointing and capturing		
high price digital camera	Take a few photos depending on the size of the film in the camera	Negatives
Poor performance in low light	Cannot take videos	
	Pictures cannot be modified	
	High cost of printing photos	

	كاميرات الأفلام	الكاميرات الرقمية
المميزات	أقل سعرا من الكاميرا الرقمية	امكانية التقاط ألاف الصــور ومشـــاهدتها على الشاشة الخاصة بالكاميرا
	جودة الصور تكون أعلى من الكاميرا الرقمية فى بعض الأحيان	امكانية التقاط مقاطع فيديو
	تمتاز بالأداء الجيد فى الإضاءة المنخفضة	يمكن التعديل بالصور وحذفها
		امكانية توصــيلها بجهاز الكمبيوتر وخفة وزنها وسهولة استخدامها
		تمتاز بدقة عالية فى التوجيه والالتقاط
السلبيات	تلتقط عدد قليل من الصــور حســب حجم الفيلم الموجود بالكاميرا	ارتفاع سعر الكاميرا الرقمية
	لايمكن التقاط مقاطع فيديو	ضعف أدائها فى الإضاءة المنخفضة
	لايمكن التعديل بالصور	
	ارتفاع تكلفة طباعة الصور	





own photos: means having the legal right, or copyright, to publish or sell the photos

امتلاك الصور: يمتلك الجميع حقوق نشر الصور أو بيعها التى يلتقطونها بكاميراتهم

Copyright Violation (infringement):
some people use photographs that were taken by others without asking permission or without purchasing the right to use them

انتهاك حقوق النشر : هو استخدام بعض الأشخاص صورا لأخرين دون الحصول على إذنهم أو من دون شراء حق استخدامها

What are the ways to protect against copyright infringement:

Put watermarks on photos

Add some personal information such as your name



ما هى طرق الحماية من انتهاك حقوق النشر :

1- وضع علامات مائية على الصور

2- إضافة بعض البيانات الشخصية مثل الإسم

What did Jeff Kerby do to protect his works from copyright infringement?

Share low resolution photos

Only share high-resolution photos with people he trusts.

Use reverse image arches to find out which images are being used without his permission

ماذا فعل العالم جيف كيربي لحماية أعماله من انتهاك حقوق النشر ؟

1- نشر الصور ذات الدقة المنخفضة

2- عدم مشاركة أو نشر الصور ذات الدقة المرتفعة إلا مع الأشخاص الذين يثق بهم

3- استخدم البحث بالصور لمعرفة الصور التى تستخدم من دون إذنه

Lesson 2 : Protecting Ourselves and Our Information **(Theme2)**

Personal information: Which is your data or personally identifiable information (**PII**) Such as
Name - Address - Passwords - Date of Birth

المعلومات الشخصية : وهى بياناتك الخاصة بك أو معلومات التعريف الشخصية (PII) مثل

الاسم – العنوان – كلمات المرور – تاريخ الميلاد

What are the risks that we may be exposed to from computer hackers?

Stealing your personal information

Stealing your bank account number to steal your money

Steal your email and password to send a virus to all your friends



ما المخاطر التى من الممكن أن نتعرض لها من المخترقين للكمبيوتر ؟

- **سرقة بياناتك الشخصية**
- **سرقة رقم الحساب المصرفي لسرقة أموالك**
- **سرقة بريدك الإلكترونى وكلمة المرور لإرسال فيروس إلى جميع أصدقائك**

How we keep your personal information:

كيفية الحفاظ على معلوماتك الشخصية:

Do not share personal information on the Internet

- **عدم نشر معلومات شخصية على الإنترنت**

Use strong passwords that contain different numbers, letters, and special signs for each site

- **استخدام كلمات مرور قوية تحتوى على أرقام وحروف وعلامات خاصة مختلفة لكل موقع**

Do not sign for a website or application asks you for your personal data

- عدم الاشتراك فى موقع أو تطبيق يطلب منك بياناتك الشخصية

Use antivirus software to protect your device

- استخدام برامج مكافحة الفيروسات للحفاظ على جهازك

Update your devices regularly

- احرص على تحديث أجهزتك بانتظام

Files may be exposed to problems that cause them to be lost, such as:

Virus infection

Computer fall or crash

Software related problems

الملفات قد تتعرض لمشاكل تتسبب فى فقدها مثل :

- **الإصابة بالفيروسات - سقوط جهاز الكمبيوتر أو تحطمه - مشكلات متعلقة بالبرمجيات**

To protect files stored on your computer from loss:

Creating a backup copy of the files by:

An application that creates backup copies of files or the safest way is to transfer files to another device

(**External hard disk drive** - **flash memory** - **network**)

لحماية الملفات المخزنة على الكمبيوتر من الفقدان :

- وذلك من خلال إنشاء نسخة احتياطية للملفات عن طريق : أحد التطبيقات التى تنشئ نسخ احتياطية من الملفات
- أو الطريقة الأكثر أمانا وهى نقل الملفات لجهاز أخر سواء (محرك قرص صلب خارجي أو محرك أقراص فلاش - شبكة)

Grade 5



ICT

Lesson 5

Internet connection problems and solutions





- **Fred Hiebert** uses Word, Excel, and PowerPoint to make presentations to display his discoveries.
- He uses email and video conferencing *to share* them colleagues.
- While using these programs, he can face many problems.





What type of problems that can face Hiebert ?

- [x] Problems related to the device he's using
- [x] Software problems.
- [x] A weak or interrupted internet connection problems



Mr. Osama Youssef

Troubleshooting (problem solving) process

1. Identify the problem:

   - What's the issue?
   - Is it a hardware or software problem?

2. Think of different ways and methods that may solve the problem and plan it.

3. Study the possible solutions and try each one until you find a solution.

4. Which solutions have worked?

5. If you do not find a solution, you should ask your teacher or a member of your family for help.





Problems and Solutions

Problem	Solution
1 Computer slows down when opening an app.	-Shut down app. and restart. -check for software updates -delete unwanted apps.
2 Browser is running slow.	-Check Wi-Fi signal. -make sure apps are up to date on your device.
3 No internet connection	-Use the software to troubleshoot your Wi-Fi connection -check that the router is connected -restart your router -try a new Ethernet cable -contact the customer service of your ISP for help.
4 Slow to download.	-Restart computer and router -check internet speed





Exercises



Choose the correct answer.

1. Hiebert uses email and …………………to share his discoveries (Computer - video conferencing - PowerPoint)
2. The first step of problem solving is …………… (Planning different ways – ask teacher - defining the problem)
3. If you do not find a ………………… to the computer problem, ask your teacher (excel- solution – email)
4. Fred Hiebert uses …………………………… to make presentations to display his discoveries. (Word - Excel - PowerPoint - all of the above)

Write one solution for the following problems

1. Slow to download (………………………………………………………………………………….)
2. Browser is running slow (………………………………………………………………………………….)
3. No internet connection (………………………………………………………………………………….)
4. Computer slows down when opening an app. (………………………………………………………………………………….)



Exercises

Mr. Osama Youssef



Choose the correct answer.

1. video conferencing
2. defining the problem
3. solution
4. all of the above

Write one solution for the following problems

1. Restart computer and router
2. Check Wi-Fi signal.
3. check that the router is connected
4. Shut down app. and restart



Grade 5



ICT

Lesson 6

Digital File Management



أهم الكلمات والمصطلحات

Folder	مجلد	save	يحفظ
Sub-folder	مجلد فرعي	store	يخزن
Libraries	مكتبات	Scanner	الماسح الضوئي
manage	يدير	Organize	ينظم
preferable	مُفضل	appropriate title	عنوان مناسب

Digital File Management

 Information is everywhere, but where we can find information ?

1. Libraries
2. QR code
3. Search on the internet
4. TV














Digital File Management



How to save and store information?

1 Using Scanner: to save images and documents on a computer for later use



2 Using Flash Memory: to store and share information and data.



Digital File Management



How to manage and organize files using ICT

1 Create the main folder



1- Press the right button of the mouse

2- Select New, then Select Folder

3- Type Name for the folder

2 Add sub-folder

1- Open the main folder

2- Press the right button of the mouse

3- Select New, then Select Folder

4- Type Name for the folder

1 2 3

View
Sort by
Refresh
Paste
Paste shortcut
Undo Delete Ctrl+Z
New
Screen resolution
Gadgets
Personalize

Folder
Shortcut
Bitmap image
Contact
Journal Document
Rich Text Document
Text Document

م. أسامة يوسف



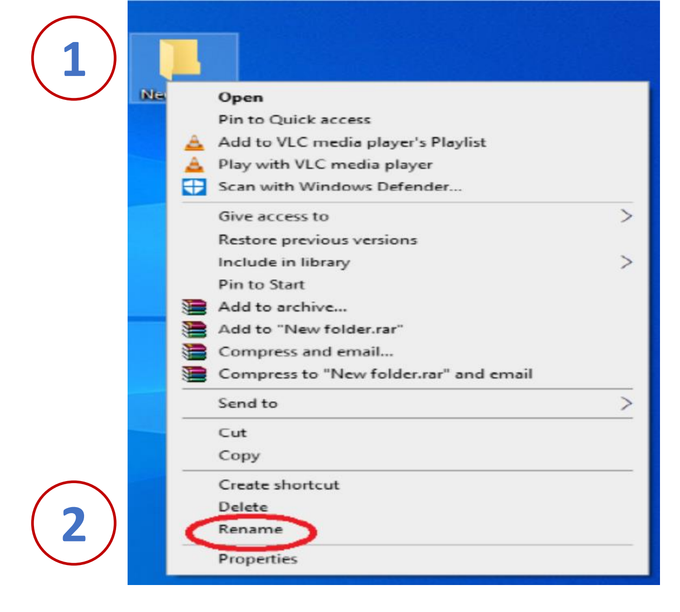
Digital File Management

3 Type a name of each folder

1- Press the right button on the folder

2- Select rename

3- Type the new name, Then press enter





Note:

1- Place documents, images, and videos in the correct folder.

2- It is preferable to put an appropriate title for each folder.



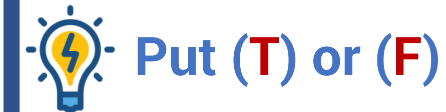


Exercises



Choose the correct answer.

1. To store and share information, we Use the (scanner - flash memory - printer)
2. A (scanner – router – printer) is used to save images on a computer to use them later
3. A (browser – scanner - QR code) helps us to access information by scanning it with a phone camera.
4. (Creating – Copying - Deleting)Folders helps us to manage files using the information technology.



Put (T) or (F)

1. QR code is Used to get information quickly and easily. (   )
2. We can use the digital camera to transfer and share files. (   )
3. A printer is used to save images on the computer to use them later. (   )
4. Technological tools help us to manage digital files. (   )
5. You can add a main folder inside sub-folders to manage files. (   )
6. To create a main folder, press the left button of the mouse, then select New, then select Folder. (   )

Mr. Osama Youssef



Exercises



Choose the correct answer.

1. flash memory
2. scanner
3. QR code
4. Creating



Write one solution for the following problems

1. T
2. F
3. F
4. T
5. F
6. F

Grade 5



ICT

Lesson 7

Information search strategies

أهم الكلمات والمصطلحات

strategies	استراتيجيات (خطط)	Evaluate	يُقيّم
Plan	يخطط	select	يختار
Analyze	يحلل	organize	ينظم
obtain	يحصل علي	process	يعالج (للبيانات)
research	بحث	Work collaboratively	العمل بشكل تعاوني
Decide on a topic.	يحدد موضوع	Conduct a search	يقوم بإجراء بحث
keywords	كلمات مفتاحية	Knowledge	معرفة

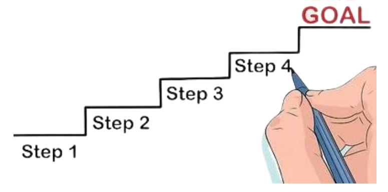
Information search strategies

Mr. Osama Youssef



To search for information online, it is important to do the following:

1. Plan your research



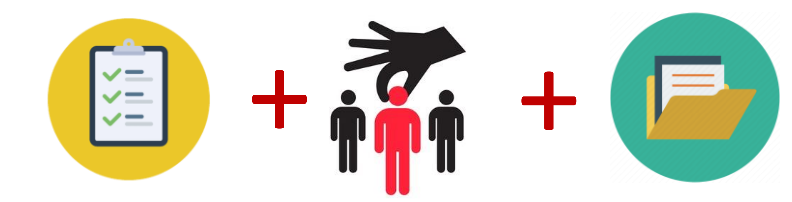
2. Analyze the information you have obtained



3. Check the information you find, Make sure it is correct



4. Evaluate, select and organize information



5. Then you need to process and organize information before completing your work.







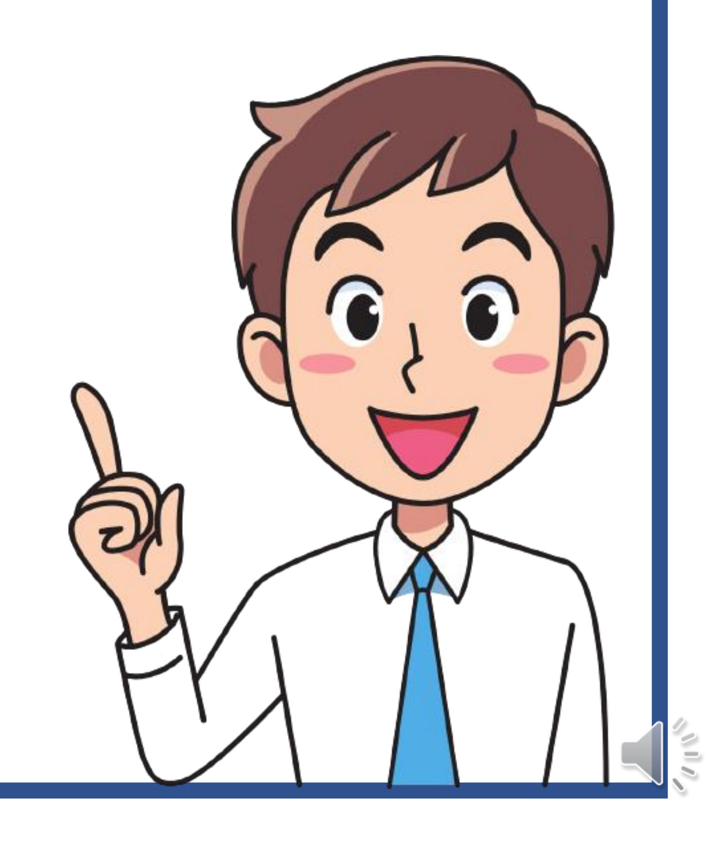


It is important to work collaboratively with classmates to conduct research



Here are some suggested steps:

1. Decide on a topic.
2. Break the topic down into smaller subtopics.
3. Share knowledge with your classmates.
   - ☑ What do you know about already?
   - ✗ What do you not know?





4 Decide who is going to search for which information.

☑ It is good practice for two people to search for the same information and then share and contrast their results.

5 Decide on keywords for searches about the subtopics

✗ because it is not a good idea to use full sentences when searching.

6 Share your results. decide how to select and organize the information, and then how to organize it for presentation.







Choose the correct answer.

1. The first step to conduct a research is (share your results- decide on keywords- decide on the topic)
2. Before you express the data in a graph, you must (share it online - analyze it - delete it)
3. To search about the subtopics, it is not a good idea to use (full sentences - different words with different meanings - different words with similar meanings).
4. The best way to collect Information is getting it from (Facebook – books – WhatsApp).
5. You must (divide – plan – organize) the research topic into smaller subtopics.

Put (T) or (F)

1. You must evaluate, select, and organize the information you find. (   )
2. Breaking the topic down into smaller subtopics helps you in conducting a research. (   )
3. Using full sentences is a good Idea when searching for any topic. (   )
4. Using different words with same meanings is a good idea when searching any topic. (   )



Exercises



Choose the correct answer.

1. decide on the topic
2. analyze it
3. full sentences
4. books
5. divide



Write one solution for the following problems

1. T
2. T
3. F
4. T

Grade 5



ICT

Lesson 8

Sharing Information



Mr. Osama Youssef

Sharing Information



We can share information **online**, using:

- ☑ The Internet
- ☑ The Intranet

1- The Internet 	2- The Intranet 
1 The internet is used to share information over the web 2 It is less secure.	1 An intranet is used to share information in a closed network. 2 It is more secure.



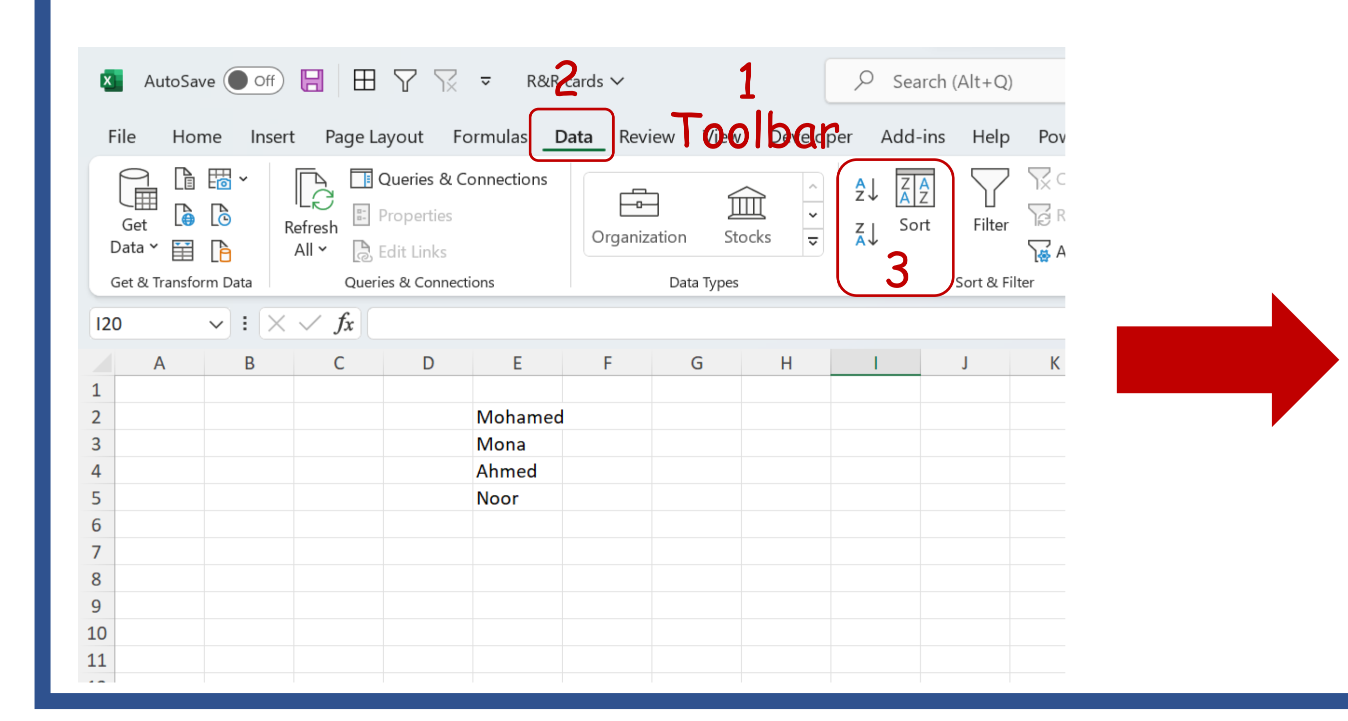


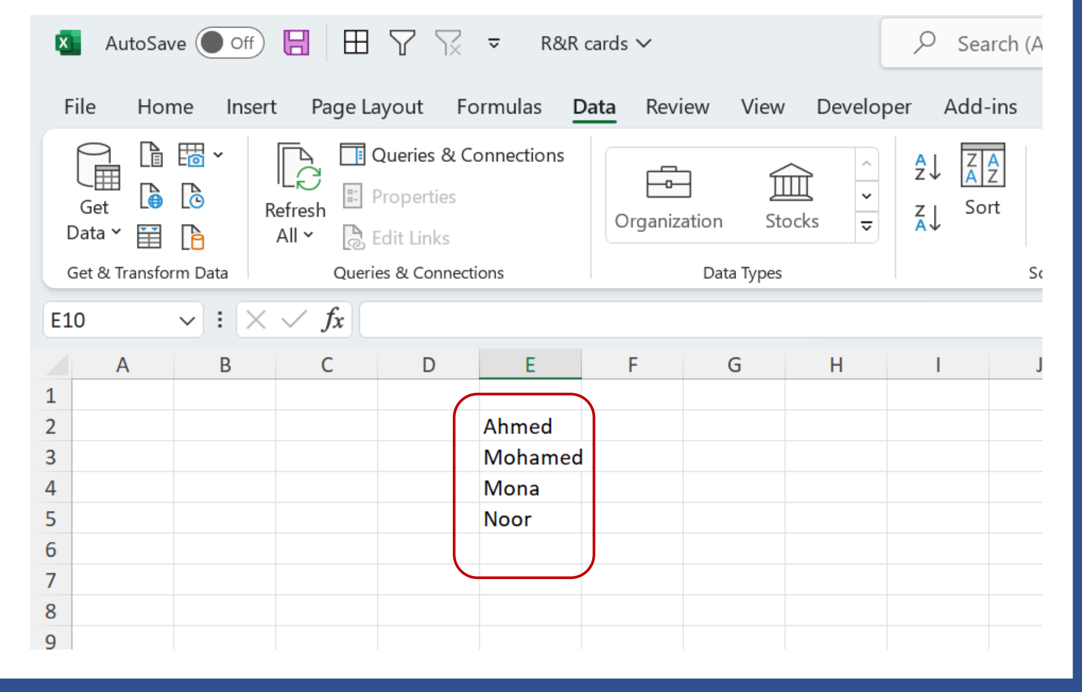
We can share information using spread sheet (MS Excel)



1 Sorting information alphabetically

☞ Go to toolbar, then click Data , then click sort







2 Set formulas in cells to add (+), subtract (-), multiply (x), or divide (/)

F12

	A	B	C	D
1	s	Numbers		
2	1	8		
3	2	2		
4	Add (+)	=B2+B3		
5	Subtract (-)	=B2-B3		
6	Multiply (X)	=B2*B3		
7	Divide (/)	=B2/B3		
8				
9				
10				
11				





Mr. Osama Youssef

Exercises



Choose the correct answer.

1. The(intranet- internet – letters) is/are used to share the information in a closed and Private network
2. The internet is (more – less – non of all) secure than the intranet.
3. Typing (+ , - , =) in the cell, tells Excel you are creating a formula.
4. If you want to sum the values in columns A, B, and C from row 4, the formula is (C4 + B4 + A4 , B4 + C5 + A4 , A4 + B4 - C4)
5. When creating a formula, use the (+ , - , /) sign for subtraction.
6. When creating a formula for division, use the (+ , - , /) sign.
7. The information can be arranged alphabetically using (toolbar – data – sort) property.
8. The columns are labeled with (numbers – letters – symbols).

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Exercises



Choose the correct answer.

1. intranet
2. less
3. =
4. C4 + B4 + A4
5. -
6. /
7. sort
8. letters

Theme 2

Mr. Osama Youssef

ICT

Lesson 1

Explorer in action

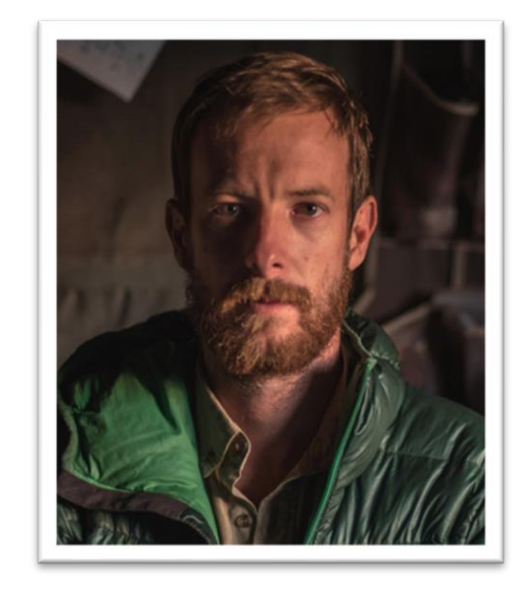
أهم الكلمات والمصطلحات

photography expeditions	بعثة تصوير فوتوغرافي	exciting	مثير – مبهج
ecologist	عالم بيئة	landscapes	مناظر طبيعية
photographer	مصور فوتوغرافي	trips	رحلات
photograph	يصور – صور فوتوغرافيه	carry out	ينفذ
back up	ينشيء نسخة احتياطية	securely	بامان
Copyright infringement	انتهاك حقوق الملكية	own	يملك
Images' Copyrights	حقوق ملكية الصور	legal right	الحق القانوني
asking permission	يطلب الإذن	purchasing	شراء
watermark	علامة مائية		

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Explorer in action



Jeff Kerby



Jeff Kerby is an ecologist and a photographer.



He worked on exciting photography expeditions in Africa, North America, and the Arctic.

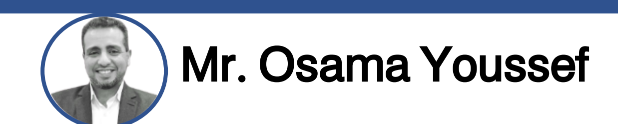


Photography expeditions:

They are trips to places where one takes photographs of the area.



Mr. Kirby mainly photographs landscapes and animals.





When Kerby **prepares for a trip**, he does the following:

1. He considers exactly where he's going.
2. He thinks of what he is going to do there.
3. He thinks of how he will carry out his work securely.

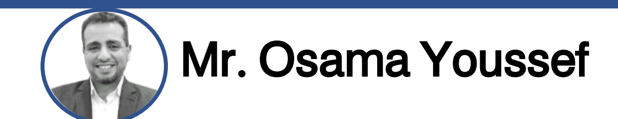




Kerby travels with his **tools and equipments** such as :

1. Camera (with several lenses and batteries).
2. Laptop.
3. Hard drives
4. Phone (to take quick photos).
5. GPS (used to navigate location).
6. Drone.





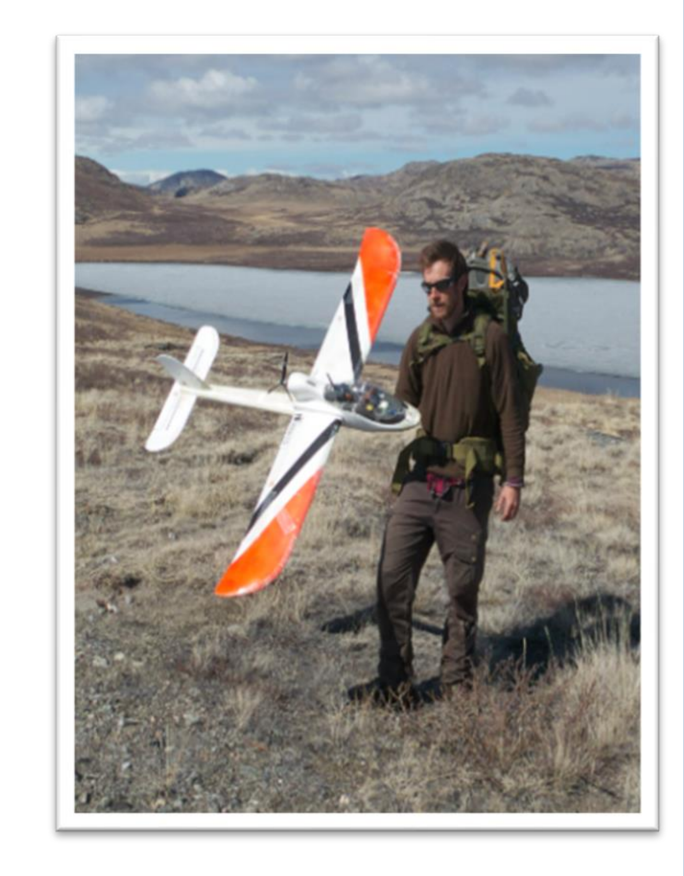


What does Kerby do with the images he takes ?

At the end of each day,

1. Mr. Kerby backs up all of the images he has taken with his camera or drone onto **two** external hard drives.

2. If he needs to share any photos with his colleagues immediately, he uses cell phone applications





Images' Copyrights



Owning photos

1. Everyone owns the copyright to images they take unless they sell those rights before or after they take them.
2. photographers have the legal right or copyright to publish or sell their photos



Copyright infringement

1. Some people use photographs that were taken by others without asking permission or without purchasing the right to use the images.





Mr. Osama Youssef



How can photographers protect their work

1. They place a watermark on their photos.
2. They add copyright information, such as their name to the metadata of each photo.





Mr. Kerby ensures his work is protected by:

1. Sharing his high-resolution photos only with people he trusts.
2. Sharing his low-resolution photos that won't look good If printed or uploaded to a website.
3. Reverse image searches to find out if any of his photos are being used without his permission.

Note:
- Many Egyptian laws protect the copyright of people
- Copyright infringement is against Egyptian law.

Theme 2

Mr. Osama Youssef



ICT

Lesson 2

Protecting ourselves and our information

أهم الكلمات والمصطلحات

protect	يحمي	steal	يسرق
Personally Identifiable Information (PII)	معلومات التعرف الشخصية	bank account number	رقم حساب البنك
break into a computer	يقتحم الكمبيوتر	special signs.	علامات خاصة
e-mail address	عنوان البريد الالكتروني	anti-virus	برنامج مضاد للفيروسات
sign up for a website	الاشتراك في موقع الكتروني	human errors	أخطاء بشرية
password is discovered	إذا تم اكتشاف كلمة السر	software problems	مشكلات متعلقة بالبرامج
hybrid backup	النسخ الاحتياطي المختلط		





It is important to protect our personal data on computers or other devices.

Personal data (information):

- It includes your name, address, date of birth, and passwords.
- Personal information is called Personally Identifiable Information (PII).

Mr. Osama Youssef

 How can you keep your PII safe ?

1. Limit the personal information you share online.

2. Don't sign up for a website if it asks for too much personal Information

3. Use different strong passwords that:

   A. contain letters, numbers, and special signs.

   B. passwords are different for each website you sign Up for why?

      because if password is discovered, a hacker will access everything.

4. Use anti-virus software on all of your devices.

5. Update your devices regularly. The updates include changes that keep your data safe.

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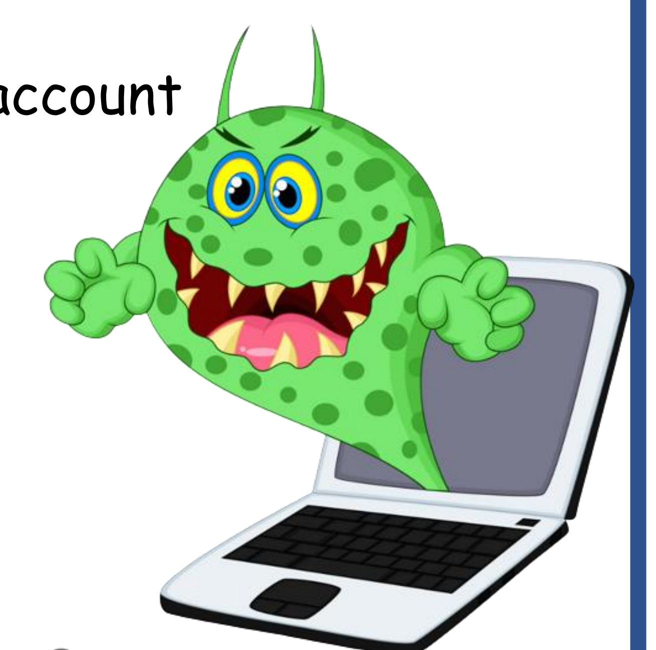


What hackers can do ?

1. Use the internet to break into a computer system and steal personal information.

2. Use someone's e-mail address and password to send a virus to the e-mail addresses in your e-mail account.

3. Use an adult's bank account number to take money from that account



📖 *Note:*

☞ You should also know how to protect the files on your device from viruses, software problems, or human errors (such as dropping and breaking your laptop).

Mr. Osama Youssef

 Ways to backup your data

1. You can use some apps and software programs that back up data automatically.

2. You can use a data-storage device that you attach to your computer, such as:

   a. flash memory b. external hard drive

☞ This is called a hybrid backup and it is a safer way to back up and store files.

☞ The hard disk has more space than flash memory, it may also be used for the same purpose.

☞ An external hard disk drive is one of the accessories that you can use to save your files securely, and backup copies of your files that are important and private to you to prevent the possibility of losing them on your device.

Revision

ICT Exercises For November Syllabus

Choose the correct answer:

1. Mr. Hiebert uses .... to design presentations for his discoveries.
   a. Facebook b. PowerPoint c. e-mail
2. Mr. Hiebert uses .... to share his discoveries with his colleagues.
   a. MS Word b. MS Excel c. video conference
3. .... the problem is the first step to solve any computer problem.
   a. Identifying b. Planning c. Leaving
4. When the browser is running slow, you have to ....
   a. delete unwanted apps b. check the Wi-Fi signal
   c. restart the computer
5. You should check for software updates when ....
   a. there is no internet connection b. downloading a file is very slow
   c. your computer slows down while opening an app
6. You should try a new Ethernet cable when ....
   a. the internet connection is interrupted
   b. the screen freezes c. your computer slows down
7. You can contact the customer service of your ISP for help when ....
   a. the internet connection is interrupted
   b. the browser is running slow c. an app won't open
8. If your computer slows down when opening an app, you can ....
   a. restart your router b. check for software updates
   c. check the Wi-Fi speed
9. To store and share information, we use a ....
   a. scanner b. printer c. flash memory
10. A .... is used to save images on the computer to use them later.
    a. scanner b. printer c. router
11. A .... helps us to access information by scanning it with a phone camera.
    a. browser b. QR code c. digital book

12. To create a folder, use the mouse and press the ....
    a. left button, then select New, then select Folder
    b. right button, then select Folder, then select New
    c. right button, then select New, then select Folder
13. .... folders helps us manage files using information technology.
    a. Creating b. Deleting c. Copying
14. What is the first step that helps you to organize the data in your computer?
    a. Adding a subfolder b. Typing a name for the folder
    c. Creating the main folder
15. The first step in conducting research is to ....
    a. share your results b. decide on keywords c. decide on the topic
16. Before you express the data in a graph, you must ....
    a. share it online b. analyze it c. delete it
17. It is not a good idea to use .... when searching for subtopics.
    a. full sentences
    b. different words with different meanings
    c. different words with the same meanings
18. The best way to collect information is getting it from ....
    a. Facebook b. printed books c. WhatsApp
19. The .... is used to share information in a closed and private network.
    a. letter b. internet c. intranet
20. The internet is .... secure than the intranet.
    a. less b. more c. no correct answer
21. The rows in MS Excel are labeled with ....
    a. letters b. numbers c. symbols
22. Typing .... in the cell tells Excel you are creating a formula.
    a. + b. – c. =
23. If you want to sum the values in columns A, B, and C from row 4, then the formula is ....
    a. C4 + B4 + A4 b. C4 – B4 – A4 c. A4 + B4 + C5
24. When creating a formula, use the .... sign for subtraction.
    a. + b. – c. =

25 When creating a formula for division, use the .... sign.
a. + b. – c. ÷

26 If you want to subtract the values in columns E, C, and A from row 6, write the formula ....
a. E6 – C6 – A6 b. E9 – C6 – A9 c. E9 – C9 – A9

27 .... is an ecologist and he photographs landscapes and animals.
a. Albert Lin b. Fred Hiebert c. Jeff Kerby

28 When Jeff Kerby prepares for a trip, he thinks carefully about ....
a. the things he will do b. the places he will go to
c. a & b

29 Jeff Kebry uses all these tools in his expedition, except ....
a. GPS b. GPR c. drones

30 The .... is used to back up all the photos you take.
a. drone b. GPS c. hard disk drive

31 Sometimes the photographer uses his .... to take quick pictures.
a. computer b. mobile phone c. GPS

32 If Jeff Kebry needs to share photos with his colleagues immediately, he uses the ....
a. cell phone applications b. cameras and drones
c. social media sites

33 Jeff Kebry uses .... to navigate places.
a. hard drives b. GPS c. laptops

34 A photographer should share his high-resolution photos with ....
a. people he knows b. people he trusts c. all people

35 A photographer should protect his work by not sharing images with ....
a. high resolution b. low resolution c. watermark

36 Using photographs that were taken by others without asking permission is ....
a. owning images b. copyright infringement c. back-up copies

37 .... use the internet to break into your computer to steal your information.
a. Programmers b. Hackers c. Thieves

38. .... information includes your name, address, and passwords.
   a. Internet b. Public c. Personal
39. To keep your data safe, use .... programs on all your devices.
   a. social media b. anti-virus c. browser
40. Passwords must be .... for each website you register on.
   a. different b. weak c. similar
41. .... is considered a strong password.
   a. Ahmed123 b. abcd895 c. Ac#258#h
42. If a website asks you to enter much personal information, you ....
   a. enter all your data b. enter trusted data only
   c. avoid using this website
43. .... your devices regularly keeps your data safe.
   a. Uploading b. Updating c. Restarting
44. The .... is used to save your important files securely.
   a. flash memory b. CD drive c. external hard drive
45. .... allows users to connect their laptops to a bigger screen to watch movies or play games.
   a. HDMI b. Ethernet cable c. Receiver
46. Internet speeds are much faster with .... connection.
   a. bluetooth b. Ethernet c. Wi-Fi
47. Everyone owns the .... of the images they take unless they sell them.
   a. copyright infringement b. copyrights
   c. infringement
48. Both the flash memory and hard disk have the same ....
   a. space b. shape c. purpose
49. The internet is more .... than the intranet.
   a. private b. secure c. public
50. Which of the following have the same purpose?
   a. Router and flash memory b. HDMI and drones
   c. Ethernet cable and Wi-Fi

1 b	2 c	3 a	4 b
5 c	6 a	7 a	8 b
9 c	10 a	11 b	12 c
13 a	14 c	15 c	16 b
17 c	18 b	19 c	20 a
21 b	22 c	23 a	24 b
25 c	26 a	27 c	28 c
29 b	30 c	31 b	32 a
33 b	34 b	35 a	36 b
37 b	38 c	39 b	40 a
41 c	42 c	43 b	44 c
45 a	46 b	47 b	48 c
49 c	50 c		

EL MOTAMYEZ - ICT Questions Bank

NOVEMBER REVISION

CHOOSE THE CORRECT ANSWER

1. If your computer slows down when opening an app, you can..

- (a) restart your router;
- (b) Check for software updates.
- (c) Check WIFI speed

2. When you try to log into the game website on a different PC, you will receive a text message include a number code specified for…

- (a) short period of time
- long period of time
- (c) two times only

3. ……… helps us to access information by scanning it with a phone camera .

- (a) Browser
- (b) QR Code
- (c) Digital books

4. ………. tells you if one of your passwords has been stolen online.

- (a) Multi-factor authentication
- (b) Anti-virus software
- (c) Password manager

5. What is the first step that helps you to organize data in your computer?

- (a) Add subfolder
- (b) Type a name for the folders
- (c) Create the main folder

6. Phishing messages can be identified by containing ……………

- (a) trusted information
- (b) spelling errors
- (c) accurate information

7. The best way to collect information is getting it from …………………

- (a) Facebook
- (b) printed Books
- (c) What's App

8. …………. is used to provide easy access to online information through the a smartphone or tablet.

- (a) LAN
- (b) IOT
- (c) QR Code

9. The rows in MS Excel are labeled with …………..

- (a) letters
- (b) numbers
- (c) symbols

10. Both of flash Memory and hard disk have same …………

- (a) Space
- (b) shape
- (c) purpose

11. When creating a formula, use the ………… sign for subtraction.

- (a) +
- (b) -
- (c) =

12. Internet speeds are also much faster with .... Connection.
   - (a) Bluetooth
   - (b) Ethernet
   - (c) WIFI

13. .... is an ecologist and he photographs landscapes and animals.
   - (a) Albert lin
   - (b) Fred Hiebert
   - (c) Jeff Kerby

14. .... information include your name, address and your passwords.
   - (a) internet
   - (b) public
   - (c) personal

15. .... is used to back up all the photos you take.
   - (a) drone
   - (b) GPS
   - (c) hard disk drive

16. You want to subtract the values in columns E, C and A from row 6, we write the formula ....
   - (a) E6 - C6 - A6
   - (b) E9 - C6 - A9
   - (c) E9 - C9 - A9

17. If Jeff kebry needs to share photos with colleagues immediately, he uses ....
   - (a) cell phone applications
   - (b) camera and drones
   - (c) GPS

18. Internet is .... secure than intranet.
   - (a) less
   - (b) more
   - (c) no correct answer

19. A photographer protects his work by sharing images with ....
   - (a) high resolution
   - (b) low resolution
   - (c) watermark on it

20. To search about the Subtopics, as it is not a good idea to use ....
   - (a) full sentences
   - (b) different words with different meanings
   - (c) different words with same meanings

21. .... use internet to break into your computer to steal your information
   - (a) Programmers
   - (b) Hackers
   - (c) Thieves

22. To create a folder using mouse you press ....
   - (a) left button then Select New then select Folder
   - (b) right button then Select Folder then select New
   - (c) right button then Select New then select Folder

23. To keep your data safe, use .... programs on all your devices.
   - (a) social media
   - (b) anti-virus
   - (c) Browser

24. To store and share information we use ....
   - (a) scanner
   - (b) printer
   - (c) flash memory

25. .... is considered a strong password.
   a. Ahmed123 b. abcd895 c. Ac#258#h

26. Check for software updates when ....
   a. there is no internet connection b. Downloading file is very slow c. Computer slows down when opening an app

27. .... your devices regularly keep your data safe.
   a. Uploading b. Updating c. Restarting

28. MR Hiebert uses .... to share his discoveries with his colleagues.
   a. MS Word b. MS Excel c. video conference

29. .... allows users to connect their laptop to a bigger screen to watch movies or play games .
   a. HDMI b. Ethernet cable c. Receiver

30. Smishing is the same thing as Phishing, but it is send by ....
   a. emails b. text messages c. social media sites

31. Everyone owns the .... of the images they take unless they sell them
   a. Copyright infringement b. copyrights c. all people

32. .... is sending a fake message via e-mail or social media applications that appears real
   a. Smishing b. Phishing c. Virus

33. Internet is more .... than intranet
   a. private b. secure c. public

34. A website asks you to enter much personal information, so you ...
   a. enter all your data b. enter trusted data only c. avoid using this website

35. When you open scam message attachments, Data-stealing software is ...... to pc
   a. updated b. deleted c. installed

36. Passwords can be strengthened by ....
   a. .Multi-factor authentication b. Anti-virus software c. Web browsers

37. .... provides at least two ways of identifying yourself.
   a. Multi-factor authentication b. Anti-virus software c. Password manager

38 MR Hiebert uses .... to design a presentations for his discoveries.

a) Facebook b) Power point c) e-mail

39 When the browser running slow, you have to ....

a) Delete unwanted apps. b) Check Wi-Fi signal c) Restart computer

40 You can contact the customer service of your ISP for help when ...

a) internet connection interrupted b) Browser running slow c) App not opened

41 .... is used to save images on computer to use them later.

a) scanner b) printer c) Router

42 .... folders help us to manage files using information technology.

a) Creating b) Deleting c) Copying

43 Before you express the data in a graph, you must: ....

a) share it online b) analyze it c) delete it

44 .... is used to share information in a closed and private network.

a) Letters b) Internet c) Intranet

45 Typing .... in the cell tells excel you are creating a formula.

a) + b) - c) =

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47 When Jeff Kerby prepares for a trip, he thinks carefully about ...

a) The things he will do b) The places he will go to c) a & b

48 sometimes, the photographer uses .... to take quick pictures.

a) computer b) mobile phone c) GPS

49 A photographer shares his high-resolution photos with ....

a) people he knows b) people he trusts c) all people

50 Jeff kerby uses all these tools in his expedition except ....

a) GPS b) GPR c) Drones

51 Using photographs that were taken by others without asking permission is ......

a) owning images b) copyright infringement c) Back-up copies

52 I f You want to sum the values in columns A, B, and C from row 4 then The formula is ....

- (a) C4 + B4 + A4
- (b) C4 - B4 - A4
- (c) A4 + B4 + C5

53 Passwords must be ....for each website you register on it.

- (a) different
- (b) weak
- (c) similar

54 .... is used to save your important files securely.

- (a) Flash Memory
- (b) CD Drive
- (c) External hard drive

55 The first step in conducting a research is ....

- (a) Share your results
- (b) Decide on keywords
- (c) Decide on the topic

56 .... any problem is the first step to solve any computer problem

- (a) identifying
- (b) planning
- (c) leaving

57 Try a new ethernet cable when ....

- (a) internet connection interrupted
- (b) screen freezes
- (c) Computer slows down

58 Jeff kebry uses .... to navigate places

- (a) hard drives
- (b) GPS
- (c) laptop

59 Which of the following have same purpose?

- (a) Router and flash memory
- (b) HDMI and drones
- (c) Ethernet cable and WIFI

60 .... is the biggest unit of data on your pc .

- (a) MB
- (b) TB
- (c) GB

انتهت الأسئلة مع أطيب الأمنيات بالنجاح والتوفيق

الصف الخامس الابتدائي ٢٠٢٣

بنك الاسئلة

المتميز

أ/ محمود سعيد

MODEL ANSWERS

ICT

5 الصف الخامس

على مقررات شهر نوفمبر









EL MOTAMYEZ - ICT Questions Bank

NOVEMBER REVISION

CHOOSE THE CORRECT ANSWER

1. If your computer slows down when opening an app, you can..
   - (a) restart your router;
   - (b) Check for software updates.
   - (c) Check WIFI speed

2. When you try to log into the game website on a different PC, you will receive a text message include a number code specified for...
   - (a) short period of time
   - (b) long period of time
   - (c) two times only

3. .... helps us to access information by scanning it with a phone camera .
   - (a) Browser
   - (b) QR Code
   - (c) Digital books

4. .... tells you if one of your passwords has been stolen online.
   - (a) Multi-factor authentication
   - (b) Anti-virus software
   - (c) Password manager

5. What is the first step that helps you to organize data in your computer?
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   - (b) Type a name for the folders
   - (c) Create the main folder

6. Phishing messages can be identified by containing ....
   - (a) trusted information
   - (b) spelling errors
   - (c) accurate information

7. The best way to collect information is getting it from ....
   - (a) Facebook
   - (b) printed Books
   - (c) What's App

8. .... is used to provide easy access to online information through the a smartphone or tablet.
   - (a) LAN
   - (b) IOT
   - (c) QR Code

9. The rows in MS Excel are labeled with ....
   - (a) letters
   - (b) numbers
   - (c) symbols

10. Both of flash Memory and hard disk have same ....
    - (a) Space
    - (b) shape
    - (c) purpose

11. When creating a formula, use the .... sign for subtraction.
    - (a) +
    - (b) -
    - (c) =

12. Internet speeds are also much faster with .... Connection.
    - (a) Bluetooth
    - (b) Ethernet
    - (c) WIFI

13 .... is an ecologist and he photographs landscapes and animals.

- (a) Albert lin
- (b) Fred Hiebert
- (c) **Jeff Kerby**

14 .... information include your name, address and your passwords.

- (a) internet
- (b) public
- (c) **personal**

15 .... is used to back up all the photos you take.

- (a) drone
- (b) GPS
- (c) **hard disk drive**

16 You want to subtract the values in columns E, C and A from row 6, we write the formula ....

- (a) **E6 - C6 - A6**
- (b) E9 - C6 - A9
- (c) E9 - C9 - A9

17 If Jeff kebry needs to share photos with colleagues immediately, he uses ....

- (a) **cell phone applications**
- (b) camera and drones
- (c) GPS

18 Internet is .... secure than intranet.

- (a) **less**
- (b) more
- (c) no correct answer

19 A photographer protects his work by sharing images with ....

- (a) high resolution
- (b) low resolution
- (c) **watermark on it**

20 To search about the Subtopics, as it is not a good idea to use ....

- (a) full sentences
- (b) different words with different meanings
- (c) **different words with same meanings**

21 .... use internet to break into your computer to steal your information

- (a) Programmers
- (b) **Hackers**
- (c) Thieves

22 To create a folder using mouse you press ....

- (a) left button then Select New then select Folder
- (b) right button then Select Folder then select New
- (c) **right button then Select New then select Folder**

23 To keep your data safe, use .... programs on all your devices.

- (a) social media
- (b) **anti-virus**
- (c) Browser

24 To store and share information we use ....

- (a) scanner
- (b) printer
- (c) **flash memory**

25 .... is considered a strong password.

- (a) Ahmed123
- (b) abcd895
- (c) **Ac#258#h**

26 Check for software updates when ....

- (a) there is no internet connection
- (b) Downloading file is very slow
- (c) **Computer slows down when opening an app**

27. .... your devices regularly keep your data safe.
   - (a) Uploading
   - (b) Updating
   - (c) Restarting

28. MR Hiebert uses .... to share his discoveries with his colleagues.
   - (a) MS Word
   - (b) MS Excel
   - (c) video conference

29. .... allows users to connect their laptop to a bigger screen to watch movies or play games .
   - (a) HDMI
   - (b) Ethernet cable
   - (c) Receiver

30. Smishing is the same thing as Phishing, but it is send by ....
   - (a) emails
   - (b) text messages
   - (c) social media sites

31. Everyone owns the .... of the images they take unless they sell them
   - (a) Copyright infringement
   - (b) copyrights
   - (c) all people

32. .... is sending a fake message via e-mail or social media applications that appears real
   - (a) Smishing
   - (b) Phishing
   - (c) Virus

33. Internet is more .... than intranet
   - (a) private
   - (b) secure
   - (c) public

34. A website asks you to enter much personal information, so you ...
   - (a) enter all your data
   - (b) enter trusted data only
   - (c) avoid using this website

35. When you open scam message attachments, Data-stealing software is ...... to pc
   - (a) updated
   - (b) deleted
   - (c) installed

36. Passwords can be strengthened by ....
   - (a) .Multi-factor authentication
   - (b) Anti-virus software
   - (c) Web browsers

37. .... provides at least two ways of identifying yourself.
   - (a) Multi-factor authentication
   - (b) Anti-virus software
   - (c) Password manager

38. MR Hiebert uses .... to design a presentations for his discoveries.
   - (a) Facebook
   - (b) Power point
   - (c) e-mail

39. When the browser running slow, you have to ....
   - (a) Delete unwanted apps.
   - (b) Check Wi-Fi signal
   - (c) Restart computer

40. You can contact the customer service of your ISP for help when ...
   - (a) internet connection interrupted
   - (b) Browser running slow
   - (c) App not opened

41. .... is used to save images on computer to use them later.
ⓐ scanner ⓑ printer ⓒ Router

42. .... folders help us to manage files using information technology.
ⓐ Creating ⓑ Deleting ⓒ Copying

43. Before you express the data in a graph, you must: ....
ⓐ share it online ⓑ analyze it ⓒ delete it

44. .... is used to share information in a closed and private network.
ⓐ Letters ⓑ Internet ⓒ Intranet

45. Typing .... in the cell tells excel you are creating a formula.
ⓐ + ⓑ - ⓒ =

46. When creating a formula for division uses the .... sign.
ⓐ + ⓑ - ⓒ ÷

47. When Jeff Kerby prepares for a trip, he thinks carefully about ...
ⓐ The things he will do ⓑ The places he will go to ⓒ a & b

48. sometimes, the photographer uses .... to take quick pictures.
ⓐ computer ⓑ mobile phone ⓒ GPS

49. A photographer shares his high-resolution photos with ....
ⓐ people he knows ⓑ people he trusts ⓒ all people

50. Jeff kerby uses all these tools in his expedition except ....
ⓐ GPS ⓑ GPR ⓒ Drones

51. Using photographs that were taken by others without asking permission is
ⓐ owning images ⓑ copyright infringement ⓒ Back-up copies

52. I f You want to sum the values in columns A, B, and C from row 4 then The formula is ....
ⓐ C4 + B4 + A4 ⓑ C4 - B4 - A4 ⓒ A4 + B4 + C5

53. Passwords must be ....for each website you register on it.
ⓐ different ⓑ weak ⓒ similar

54. .... is used to save your important files securely.
ⓐ Flash Memory ⓑ CD Drive ⓒ External hard drive

55. The first step in conducting a research is ....
ⓐ Share your results ⓑ Decide on keywords ⓒ Decide on the topic




56 .... any problem is the first step to solve any computer problem

- a) identifying
- b) planning
- c) leaving

57 Try a new ethernet cable when ....

- a) internet connection interrupted
- b) screen freezes
- c) Computer slows down

58 Jeff kebry uses .... to navigate places

- a) hard drives
- b) GPS
- c) laptop

59 Which of the following have same purpose?

- a) Router and flash memory
- b) HDMI and drones
- c) Ethernet cable and WIFI

60 .... is the biggest unit of data on your pc .

- a) MB
- b) TB
- c) GB

تم بحمد الله

بسم الله الرحمن الرحيم " إِنَّ الَّذِينَ آمَنُوا وَعَمِلُوا الصَّالِحَاتِ إِنَّا لَا نُضِيعُ أَجْرَ مَنْ أَحْسَنَ عَمَلًا " صدق الله العظيم

November Exam

5th grade

Choose the correct answer from the following:

1- You can use .... program to prepare presentations.

(a) PowerPoint (b) Word (c) Excel

2 - Make sure that the router is connected, and restart the router are possible solutions to the problem ....

(a) slow computer (b) slow search engine (c) disconnection of the Internet

3 - .... can be considered as a simple container for storing information that can be accessed by scanning with the phone's camera.

(a) QR code (b) flash memory (c) scanner

4- To create a main folder, you must choose the command .... from the shortcut menu, including choosing (folder).

(a) Refresh (b) New (c) View

5- When looking for information, the first step is always ....

(a) division of topics (b) selection of research topic (c) sharing of results

6 - When selecting keywords to search for sub-topics, it is not a good idea to use .....

(a) full sentences (b) synonyms word (c) exact words

7 -............... used to share information over a closed network, which is more secure.

(a) Internet (b) intranet (c) the World Wide Web.

8- To sort the information alphabetically, go to the ....bar and the Data, choose sort.

(a) title (b) tool (c) formulas.

9- To subtract the values in columns A, C, and E of row (6), we use the formula

(a) =A6-C6-E6 (b) A6-C6-E6 (c) =A6/C6/E6

10 – You can keep backup copies of your photos and files on ....

(a) external hard disk (b) digital camera (c) drone

11- Using pictures taken by others without asking their permission is considered .....

(a) backup (b) copyright infringement (c) sharing

12- The photographer may sometimes have to .... to ensure copyright protection

(a) watermarking (b) sharing low Resolution images (c) both of them

13 - reverse .... searches enables you to preserve copyright and intellectual property rights.

(a) images (b) video (c) keywords

14 - To maintain the security of personally identifiable information, you must ....

(a) using a strong password

(b) subscribing to unknown websites (c) turning off device updates

15 - .... is considered smaller in size than the external hard disk, but it is used for the same purpose.

(A) Flash memory (B) Digital camera (C) Drone

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